



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON HEIDELBERG
UNIT 29237
APO AE 09102-9237

IMEU-HEI-ZA

21 April 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Heidelberg Command Policy Memorandum # 46, Training in the Prevention of Sexual Harassment (TIPOSH)

1. Training in the Prevention of Sexual Harassment (TIPOSH) is conducted with a focus on identification and prevention of inappropriate behavior. This mandatory training requires Soldiers, civilians, and leaders at all levels to receive initial and continuous refresher training.

a. Soldiers will receive periodic unit level training reinforcing POSH requirements. Two of the four quarters of unit EO/sexual harassment training will consist of POSH.

b. New employees and newly appointed supervisors (including military and local national) of US civilian employees will receive hands-on and refresher training.

2. Refresher training for civilians will be conducted annually, using a web-based contractor prepared system.

a. Access the training program at <http://www.newmedialearning.com>

b. Use the sample screens at TABS A – G to navigate to the training site and modules.

c. Complete the training review and take the test. The Contractor will monitor the test, provide a completion certificate, and notify the USAG Heidelberg EEO Office. The EEO Office will notify CPAC of individual attendance and recording in official personnel files (OPF).

3. The point of contact for this policy is the USAG Heidelberg Equal Employment Opportunity Officer. A copy of this memorandum will be placed on the website and official bulletin boards.

/s/
WILLIE E. GADDIS
Colonel, AV
Commanding

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